



MASTER DIRECTIVES

UNITED STATES MARINE CORPS

MARINE AIRCRAFT GROUP 12

1ST MARINE AIRCRAFT WING, MARFORPAC

UNIT 37150

FPO AP 96603-7161

GruO 5510.10

CMS

07 APR 2000

GROUP ORDER 5510.10

From: Commanding Officer, Marine Aircraft Group 12
To: Distribution List

Subj: EMERGENCY ACTION PLAN (EAP) FOR COMMUNICATION MATERIAL
SECURITY (CMS)

Ref: (a) CMS-21
(b) SECNAVINST 5510.36
(c) SECNAVINST 5510.30A
(d) Binder #89-0964

Encl: (1) Accidental Emergency Plan
(2) Hostile Action Emergency Planning
(3) Partial Precautionary Destruction Priorities
(4) Complete Emergency Destruction Priorities
(5) CMCC/CMS Office Vault Area Diagram
(6) Methods and Location of Destruction
(7) Diagram of Burn Facility Location
(8) Sample of Notification Message
(9) Partial Precautionary Destruction Cards
(10) Complete Emergency Destruction Cards
(11) Emergency Evacuation Plan

Note: Enclosures 5, 7, 9, and 10 are posted in the CMS vault due to classification.

1. Purpose. The Marine Aircraft Group Twelve (MAG-12) Emergency Action Plan is published per references, (a) through (d). This plan is effective upon receipt.

2. Cancellation. GruO 5510.1F.

3. Background. This plan will provide the MAG-12 Group Duty Officer (GDO) or other authorized personnel access to the MAG-12 CMS and a means of securing the classified material from compromise or destruction in the event of an emergency. In all cases, safety is a paramount importance. Note, also in all cases, reporting the destruction is secondary to actual destruction of the material.

4. Definitions. This plan will be used for two types of emergencies:

a. Accidental Emergencies. Included are fire, flood, typhoon

GruO 5510.10
07 APR 2000

and other natural disasters, or incidents affecting classified material storage areas (see Enclosure (1)).

b. Hostile Actions. Included are enemy attacks, civil disturbances, riots, or civil uprisings (see Enclosure (2)).

5. Policy

a. When an emergency occurs, it is assumed that classified material is a target and unauthorized disclosure must be prevented. There are three courses of action possible for the protection of classified material.

(1) Emergency Protection Action. Emergency protection actions include securing all publications and material in the safes and locking the safes.

(2) Emergency Removal Action. Emergency removal actions involve moving classified material to a secure area provided time and safety permit.

(3) Emergency Destruction Action. Emergency destruction actions include partial precautionary destruction (Enclosure (3) applies) and complete emergency destruction (Enclosure (4) applies). All reasonable efforts should be made to secure or remove the classified material. Destroying the material should be considered, but only as a last resort.

b. Detailed Plans. Detailed plans for emergency removal, partial precautionary destruction, and complete emergency destruction are located in safe #8 bottom drawer binder #89-0964 inside the CMS vault. When the order is received to initiate any of the three plans, the instructions contained on the cards will be followed. The senior Marine responsible for executing the required emergency action will ensure that the appropriate cards are obtained and that each card is signed upon completion. If the drawers being destroyed require two combinations to open, insure that two people are with this material when it is destroyed and that two people sign the card after the material is destroyed. The responsible individual will retain the completed cards along with the logbooks, inventories, and records.

c. Enclosure (5) depicts the CMS section with the approximate locations of the destruct tools and safe indicated.

d. When destruction is necessary, enclosures (6) and (7) will apply relative to the methods of destruction and authorized areas designated for such destruction, respectively.

6. Action. Actions to be taken when directed by the Commanding

07 APR 2000

Officer, the Executive Officer, or the Security Manager will accomplish the following:

a. EKMS Manager

(1) If, during working hours, an emergency situation as defined in paragraph 4 arises, the EKMS Manager will take whichever course of action applies (see subparagraphs 5a(1) through 5a(3)). The course of action taken must coincide with the threat assessment as determined by the Commanding Officer, the Executive Officer, or the Security Manager.

(2) If time permits, ensure that the appropriate follow on reports of destruction are submitted using the format shown in Enclosure (8).

(3) Also, upon arrival if called in or if during normal work hours, the EKMS manager will assess the situation and determine the STU-III actions to be taken. All destruction and zeroing info has been disseminated to users and holders upon issue.

b. MAG-12 GDO. If, after working hours, an emergency situation as defined in paragraph 4 arises, and after a threat assessment has been determined by the Commanding Officer, the Executive Officer, or the Security Manager, the MAG-12 GDO will take the following actions:

(1) Effect the immediate recall of all CMS personnel.

(2) Obtain envelopes with the combinations for the CMS safes and the combination for the CMS vault door from the 3rd special security Communication Team (SSCT), Bldg. 1450B. Note enclosures 9/10 are located in vault.

(3) Obtain a copy of reference (d) from CMS safe #8 bottom drawer, binder number 89-0964. Follow detailed instructions in reference (d).

(4) Obtain key to burn cage from SSCT Bldg 1450B, key #826.

(5) Pull out cards for the appropriate plan, Enclosures (9) and (10).

(6) When all cards have been completed, secure all safes and the vault. Return required combinations to SSCT.

(7) Refer to Enclosure (11) in the event of an Emergency Evacuation.

(8) Keep all cards, logbooks, and records, and release

GruO 5510.10

07 APR 2000

them only to the Commanding Officer, the Executive Officer, the Security Manager, or the EKMS Manager/Alternates.


J. F. FLOCK

DISTRIBUTION: A

Copy to: GDO

07 APR 2000

ACCIDENTAL EMERGENCY PLAN

1. Fire Preparedness Planning. Should a fire occur around or within CMS, the senior person present will take the following steps:

a. Notify the Marine Corps Air Station Fire Department by telephone (dial 119), and report the location and extent of the fire.

b. Use all means to control the fire until help arrives.

c. If practical, all classified material will be secured in safes and if time permits, removed to safe area (e.g., Station CMCC/CMS Vault). If it is not possible to safely secure or remove the classified material, personnel will evacuate the area and the material will be left in place to be consumed by the fire.

d. Under no circumstances will anyone subject themselves or their subordinates to possible death or injury to protect classified material from fire.

e. When fire fighters arrive they will immediately be admitted to secure areas. Once the emergency is over, the senior Marine will get names and identification numbers of all fire fighters exposed to classified materials or entering the secure area.

f. If the EKMS Manager or Alternates are not present, every effort will be made to contact them and provide them with information of the emergency.

g. The senior person present will, to the maximum extent possible, ensure that only fire fighters are allowed into secure areas. When given the "ALL CLEAR" signal from the fire department, a guard will be placed in the secure area until the EKMS Manager/Alternates can perform a post-emergency inventory and report any losses or unauthorized exposures to the appropriate authority.

2. Natural Disaster Emergency Planning. The primary objective in case of typhoon, flood, etc., is to secure all classified material so that it will not be blown, washed away, or destroyed. The senior person present around or within CMS will take the following steps:

a. Secure all classified material in the safes or the vault until the emergency has passed.

ENCLOSURE (1)

07 APR 2000

b. Post available duty personnel as a guard force to prevent any unauthorized access.

c. As directed, The Commanding Officer, Executive Officer, Security Manager, or the GDO remove all classified material. The GDO or the EKMS Manager will be responsible for coordination of the removal to the location designated.

d. Utilize the emergency removal plan located in safe #8 bottom drawer binder #89-0964 inside the CMS vault, to remove all classified material.

e. As soon as possible following the emergency, submit an Assessment Report of Probable Exposure or Loss of Classified Material to the proper authorities.

f. When the "ALL CLEAR" signal is given, ensure all classified material removed to the safe storage area is returned under the guidance of the MAG-12 GDO or the EKMS Manager.

07 APR 2000

HOSTILE ACTION EMERGENCY PLANNING

1. Hostile Actions. Hostile actions include an enemy attack, riots, or civil uprisings. In all cases the assumption will be made that classified material is a target. All actions must be directed at keeping the material from unauthorized personnel by means of securing, removing, or destroying as conditions dictate. There are three threat stages of hostile action emergencies.

a. Stage One - (Potential Threat).

(1) Threat source - operations in high risk environment.

(2) Time frame - several days to several months.

(3) Action - reduction in holdings via transfer, removal, or destruction to include:

(a) All superseded keying material.

(b) All Reserve On Board (ROB) keying material, except that needed to carry on present operational commitments.

(c) All nonessential classified material.

b. Stage Two - (Probable Threat).

(1) Threat source - probability of hostile attack.

(2) Time frame - from one to several days.

(3) Action - partial precautionary destruction as outlined in Enclosure (3). The instructions for partial precautionary destruction are located in safe #8 bottom drawer binder #89-0964 inside the CMS vault.

c. Stage Three - (Imminent Threat).

(1) Threat source - attack by hostile forces.

(2) Time frame - imminent.

(3) Action - complete destruction as outlined in Enclosure (4). The instructions for complete destruction are located in safe #8 bottom drawer binder #89-0964 inside the CMS vault.

2. Emergency Destruction. Emergency destruction action includes partial precautionary destruction and complete emergency destruction. Destroying CMS material should be considered only as a last resort.

ENCLOSURE (2)

GruO 5510.10

07 APR 2000

a. Partial precautionary destruction is the destruction of all material not essential to current operations. The primary value of this type of destruction is that if an overrun threat becomes imminent, total destruction can be completed in a relatively short period of time.

b. Complete emergency destruction is the destruction of all classified material.

c. Inventories, logbooks, accounting documents and control records will not be destroyed.

3. Partial precautionary and complete emergency destruction must be reported to appropriate authorities via immediate message. The format for this message is contained in Enclosure (8).

ENCLOSURE (2)

PARTIAL PRECAUTIONARY DESTRUCTION PRIORITIES

1. This is the destruction of all material not essential to current operations. Complete instructions for partial precautionary destruction are located in safe #8 bottom drawer binder #89-0964 inside the CMS vault.

a. First Priority. Top secret material and all two person material (keying material) in the following order:

(1) All superseded keying material.

(2) ROB keying material for use more than one month in the future.

Note: Two person integrity (TPI) material must be destroyed by two people and two signatures must be affixed to the destruction documents. This must be done for all (TPI) material.

b. Second Priority. All secret material to include Communications Security (COMSEC) material classified Secret, all controlled CRYPTO gear, printed circuit boards, and nonessential manuals in the following order:

(1) All superseded material.

(2) ROB keying material for use more than one month in the future.

c. Third Priority. All COMSEC material marked Confidential, and Secret/Confidential messages retained on a 90 day basis in the following order:

(1) All superseded material.

(2) ROB keying material for use more than one month in the future.

2. When partial precautionary destruction is completed, send out an immediate message report using the format in Enclosure (8).

07 APR 2000

COMPLETE EMERGENCY DESTRUCTION PRIORITIES

1. This is the destruction of all classified material and equipment. Detailed instructions for complete emergency destruction are located in safe #8 bottom drawer binder #89-0964 inside the CMS vault.

a. First Priority. Top Secret material, all TPI items (keying material marked CRYPTO), Top Secret documents to include the following items in the order shown:

- (1) All superseded keying material.
- (2) All effective keying material.
- (3) All ROB keying material.
- (4) All other Top Secret documents.

Note: TPI material must be destroyed by two people and two signatures must be affixed to the destruction documents.

b. Second Priority. All Secret material, CRYPTO equipment, CRYPTO gear manuals, Secret documents and messages to include the following items in the order shown:

- (1) All superseded material.
- (2) All effective material.
- (3) CRYPTO equipment (goal is to render equipment unoperable and unrepairable).
- (4) Printed circuit boards.
- (5) All ROB keying material.
- (6) All documents.
- (7) All messages.

c. Third Priority. Confidential material, to include documents and messages in the order shown below:

- (1) All superseded material.
- (2) All effective material.
- (3) All ROB keying material.

ENCLOSURE (4)

GruO 5510.10

07 APR 2000

(4) All documents.

(5) All messages.

2. When complete emergency destruction is completed, send out an immediate message report using the format in Enclosure (8).

ENCLOSURE (4)

GruO 5510.10

07 APR 2000

CMCC/CMS OFFICE VAULT AREA DIAGRAM

1. This enclosure is posted in the CMS vault due to classification.

ENCLOSURE (5)

METHODS AND LOCATION OF DESTRUCTION

1. Methods. The two approved means of destruction of CMS material for MAG-12 are shredding and burning. Use the most expeditious in a given situation. The cross cut shredder is in the CMS vault; it is recommended for use on keying material. This method of destruction is slower for bulky documents. Therefore, any large scale destruction will have to be done by burning.

2. Location. The burn site is located behind building 1450B (SSCT), see Enclosure (7). The best method for using the facility is to simply load the barrel and start the fire. Add water and stir the ashes to ensure that complete destruction is accomplished. Key for the burn cage is maintained in the GDO's key locker, key #25.

3. Alternate Site. If the use of the burn site is not feasible, it is recommended that trash cans and barrels be collected and fires started in them (holes should be punched in the sides to allow for ventilation).

07 APR 2000

DIAGRAM OF BURN FACILITY LOCATION

1. This enclosure is located in the CMS vault due to classification.

ENCLOSURE (7)

07 APR 2000

SAMPLE NOTIFICATION MESSAGE

IMMEDIATE

FROM: MAG TWELVE
TO: CNO WASHINGTON DC //CEO//
DCMS WASHINGTON DC//T40//
CMC WASHINGTON DCD
INFO: CINCPAC HONOLULU HI
CMIO SAN DIEGO CA
CG FMFPAC
CG FIRST MAW
CONFIDENTIAL //NO2280//
CMC//CODEXCCTR/
SUBJ: PARTIAL PRECAUTIONARY DESTRUCTION REPORT (U)

OR

COMPLETE EMERGENCY DESTRUCTION REPORT (U)

- A. SECNAVINST 5510.36
 - B. SECNAVINST 5510.30A
 - 1. (C) THE FOL RPT IS SUB PER THE REF:
 - A. CMS ACCT NR 269045
 - B. (BRIEF SUMMARY OF FACT SURROUNDING THE DESTRUCTION.)
 - C. INVENTORY LIST OF MATERIAL DESTROYED WILL BE INCLUDED IN FOLLOW UP RPT.
 - D. PROBABILITY OF COMPROMISE TO UNDESTROYED MATERIAL LIKELY/UNLIKELY.
 - E. METHOD OF DESTRUCTION:
 - F. INVENTORIES AND CMS CONTROL RECORDS WERE/WERE NOT DESTROYED.
- DECL: OADR

FOR INSTRUCTIONS ONLY

UNCLASSIFIED

ENCLOSURE (8)

GruO 5510.10
07 APR 2000

PARTIAL PRECAUTIONARY DESTRUCTION CARDS

1. This enclosure is located in the CMS vault due to classification.

ENCLOSURE (9)

GruO 5510.10
07 APR 2000

COMPLETE EMERGENCY DESTRUCTION CARDS

1. This enclosure is located in the CMS vault due to classification.

ENCLOSURE (10)

07 APR 2000

EMERGENCY EVACUATION PLAN

1. Contact the EKMS Manager or one of the three alternates.
2. When the situation is not time sensitive, plan on leaving the contents in the safes and relocate the safes to a secure location.
3. The EKMS Manager or alternate will take the following action:
 - a. Contact the Group S-4 and make arrangements for a forklift and a large tactical vehicle (large enough to move seven safes ranging in weight from 300 lbs to 1135 lbs when empty).
 - b. A 10-man working party should be sufficient for a smooth evacuation.
 - c. Due to the nature of the material, armed guards should be provided while the safes are in transit.
4. The primary location on base available for relocating the CMS account is the Station Communications Center, Bldg. 125, phone ext. 5578/5579. Contact the Communication Chief and inform him of any planned relocation.

ENCLOSURE (11)